

Job Description

Job Title: 52 Wing Maintenance

Hours: 20 hours per week

Definitions

Responsible for miscellaneous repairs and upkeep at the 52 wing building, particularly when it pertains to Prairie Five Headstart areas as well as outdoor maintenance of the grounds.

Supervision Received

Works under the general supervision of the supervision of the Street & Utilities Supervisor with supervision provided by the Prairie Five Headstart Staff on site.

Essential Functions of the Job

This position will perform minor plumbing, electrical, construction and cleaning for the 52 wing building. Outdoor maintenance such as weed spraying and pulling and removing snow/ice from sidewalks in the winter will be included. Other task may be assigned by City staff or requested from the Prairie Five staff.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position

- The employee is frequently required to sit and talk or hear, use hands to handle or feel objects, tools or controls; and reach with hands and arms
- Considerable ability to use large motor skills which include standing, walking and climbing stairs and ladders during the workday.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity
- Physical strength to lift/carry/move moderately heavy items and other lifting or moving as required for the position. Requires occasional work outdoors, requires frequent bending, twisting and handling.
- Specific vision and ability to focus as it relates to such tasks as reading, processing paperwork, and prioritizing task lists.

MINIMUM QUALIFICATIONS

- Required who possesses sound judgement, able to take initiative, possess good communication skills.
- Basic maintenance and groundskeeping knowledge
- High school diploma

PREFERRED QUALIFICATIONS

- Previous experience with building maintenance and outdoor maintenance

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer

and requirements of the position change. The City of Appleton reserves the right to change and/or eliminate any and all job duties if needed)

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